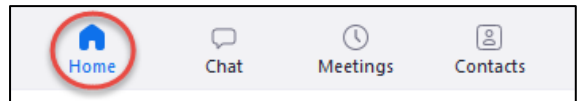


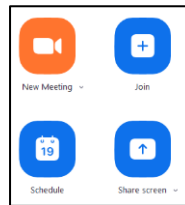
SCHEDULING A ZOOM MEETING

You can schedule a Zoom meeting, just like any other meeting. When you schedule a Zoom meeting, the invitees will receive a meeting invitation with the date and time information. The meeting invitation will contain a link for the invitees to use for joining the meeting. The invitees can accept, tentatively accept, and decline your meeting invitation, like other meeting invitations. Open your Outlook Calendar and locate the meeting invitation

1. Click Home on the menu bar



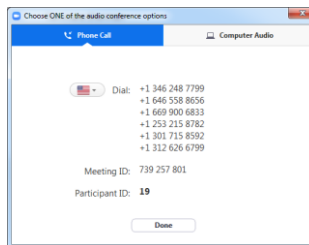
1. From Home, click New Meeting



2. On the Choose one of the audio conference options, click Phone Call or Computer Audio.

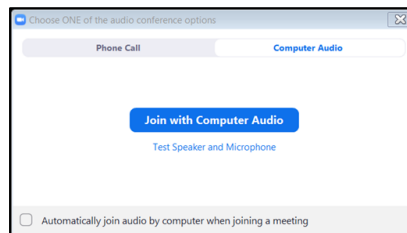
3. Joining by Phone allows you to speak (if not muted) and to hear the audio. To join with Phone Call,

- Call one of the numbers listed
- Enter the Meeting ID followed by the # key
- Enter your Participant ID followed by the # key

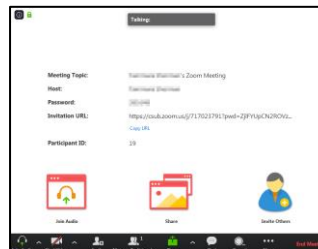


4. Joining with Computer Audio allows you to use your webcam and microphone to hear and speak (if not muted) during the chat. To join with Computer Audio,

- Click Join with Computer Audio
- (Optional) Click Automatically join audio by computer when joining a meeting



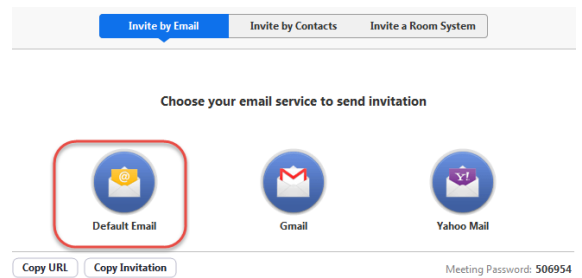
5. When the Zoom meeting screen opens, click Invite+



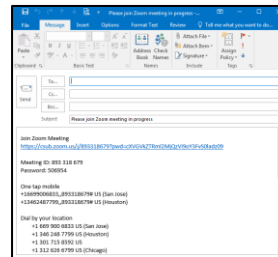
6. Click one of the tabs: Invite by Email or Invite by Contacts

7. If you selected Invite by Email,

- Click Default Email

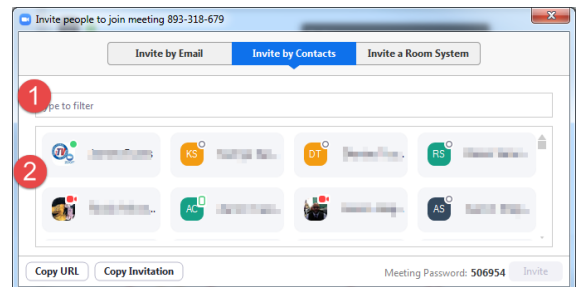


8. Your default email client opens a new message with the Zoom information populated.



9. If you selected Invite by Contacts,

- Use the filter to search for your invitees
- From the search results, click the person's name
- Once you have made your selections, click Invite (*Lower left hand corner*)



10. To share your screen, click the Share icon.

11. Otherwise, you can click the Start Video, which will allow the participants to see you.

12. *The buttons with the black background are your Meeting Controls. They are discussed in the section, Managing Zoom Meetings.*

For more information, please visit [CSUB Zoom](#)